

## **Public Works and Utilities Director - 2290**

### **Primary Reason Why Classification Exists**

To serve as the chief engineer and director of all functions and services of the Public Works and Utilities Department

### **Distinguishing Features of the Class**

An employee in this class serves as the principal management and engineering employee with responsibility for municipal services of electric distribution, maintenance of streets and water and sewer lines, sanitation collection and disposal, operation and maintenance of water and wastewater facilities, facilities engineering, and design and construction of other public works activities. Emphasis of the work is on management of personnel, short and long range planning, budgeting, allocation of personnel, development of annual work programs, safety training, employee rewards and disciplinary actions, and employee performance management. This classification is a key management official and reports to the City Manager. Work is evaluated on the basis of meeting budget goals, attainment of individual and departmental performance objectives, cleanliness and maintenance of municipal streets, constant high quality of water and wastewater operations (no violations), positive employee morale, and lack of complaints from residents and the public.

### **Illustrative Examples of Work**

- Plans, organizes, and directs all personnel functions and activities of the City's Public Works and Utilities Department
- Confers with the City Manager with respect to annual work program development and long range facilities and projects
- Plans, organizes, supervises and inspects the work of personnel engaged in the construction and maintenance of streets, roads, water and sewer lines, rights-of-way, and maintenance of other public works construction and maintenance activities.
- Reviews and approves employee time sheets
- Provides all engineering services for the City including plans and specifications for new construction, repairs and modifications of public works facilities; makes recommendations for contracted consultants as required
- Supervises the operation of water and wastewater facilities, the operations of the sanitation and waste disposal crews, and the electric distribution services
- Directs orientation and training of personnel and makes recommendations concerning new hires, promotions, and other personnel actions
- Prepares specifications for the purchase of specialized public works and utilities equipment; authorizes routine purchase orders
- Reviews work of supervisors and gives advice on application of policies, procedures, practices and resolution of problems
- Prepares the annual operating budget; submits recommendations to the City Manager for capital improvements for utilities, street maintenance, and fleet management
- Supervises the maintenance of necessary records and preparation of required reports
- Confers with municipal officials in the process of resolving complaints from residents or the general public including property owners, contractors, and others

- Attends meetings of various boards, commissions, groups, and associations to respond to questions and provide technical information and advice as may be required
- Performs other duties as required

### **Knowledge, Skills and Abilities**

- Thorough knowledge of the principles and practices of public works and utilities administration applied to development and construction of public works and utilities projects
- Thorough knowledge of general principles of electrical, water, and wastewater transmission and distribution systems and related equipment and methodologies for operations
- Thorough knowledge of the principles and practices of public engineering layout and design, construction and maintenance of electrical, water, and wastewater utility distribution and collection systems
- Considerable knowledge of federal, state, and local laws including OSHA regulations pertaining public works functions
- Considerable knowledge of governmental bidding and procurement laws and practices
- Ability to plan, coordinate, and direct public works and utilities personnel and programs in achieving maximum efficiency and effectiveness
- Ability to plan, organize, and manage various engineering, utility, and maintenance functions
- Ability to perform technical cost computations and provide comprehensive recommendations to resolve problems public works and utilities
- Ability to establish and maintain effective working relationships with varied groups including contractors, civic and community groups, the general public, state and federal agencies, and other departments
- Ability to prepare and deliver clear and concise written and oral presentations

### **Physical Requirements**

Work in this classification is defined as light work requiring the physical exertion of 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible force constantly to move objects. The employee must have the visual acuity to determine the accuracy, neatness, and thoroughness of work assigned as well as to recognize dangerous situations at field work sites when making project inspections and assessment of work progress.

### **Working Conditions**

Work is generally performed in both inside and outside environmental conditions in which the employee is subject to workplace hazards including exposure to operating mechanical equipment creating fumes, odors, and dusts and atmospheric conditions with extreme cold and heat for extended periods of time. Employee is subject to a level of noise requiring workers to shout in order to be heard above the ambient noise level and a chance of injury from walking or standing in a construction site.

### **Education**

Graduation from an accredited college or university with a Bachelor's degree in civil engineering or related field

**Experience**

At least 7 - 10 years of progressively responsible professional civil engineering experience in the management and supervision of public works and utilities; or an equivalent combination of education, training, and experience in civil engineering in the public sector which will provide for the necessary knowledge, skills, and abilities to adequately perform the essential duties.

**Special Requirements**

- Valid North Carolina driver's license
- Registration in North Carolina as a Professional Engineer (PE)

**FLSA Status:** Exempt-Executive (primary duty is management of a customarily recognized department or subdivision of the City; customarily and regularly directs the work of two or more full time equivalent employees; and has the authority to hire or fire employees or whose suggestions and recommendations as to hiring, firing, advancement, promotion or other change of status of other employees are given particular weight).

**Disclaimer**

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position and a more thorough description of these elements can be found in the employee's Position Analysis Questionnaire (PAQ). The employer reserves the right to assign or otherwise modify the duties assigned to this classification.

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